

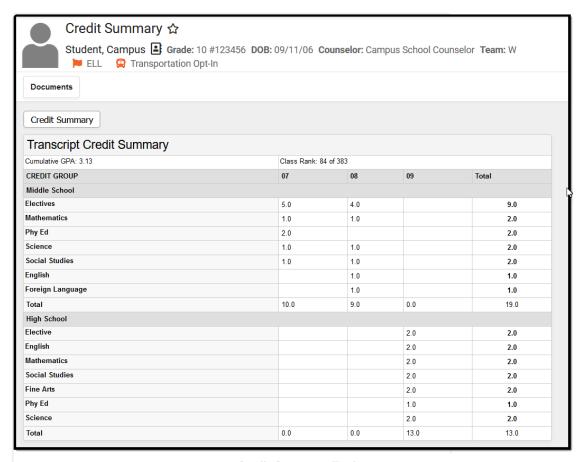
## **Credit Summary**

Last Modified on 10/21/2024 8:19 am CDT

Credit Summary Tool | Credit Summary Information in Ad hoc Query Wizard | GPA Information | Courses in a Selected Credit Group | Credit Group Totals | Print Credit Summary Information | Documents

Tool Search: Credit Summary

The Credit Summary tool displays the total number of credits listed on the student's transcript based on the credit defined by the school. Student GPA information is also displayed. For more information on GPAs, see the GPA Calculations in Campus article.



Credit Summary Tool

**Read** - View the Credit Summary tool, select a Credit Type, and see which courses the student has taken in that group.

Write - N/A Add - N/A Delete - N/A

**Read** rights to **Transcripts** are also needed. This allows users to select the credit total for a Credit Type (under the Total column) and view detailed data for the courses the student took tied to that Credit Type. This is a separate tool right because the data view is the student's



transcript record.

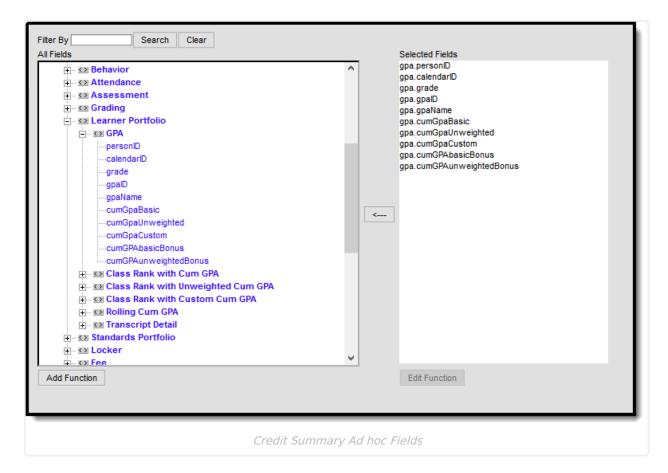
See the Tool Rights article for more information about Tool Rights and how they function.

# Credit Summary Information in Ad hoc Query Wizard

Credit Summary information is available in the Query Wizard for **Student** Data Type filters in the following folders for **Student > Learner Portfolio**:

- GPA
- Class Rank with Cumulative GPA
- Class Rank with Unweighted Cumulative GPA
- Class Rank with Custom Cumulative GPA
- Rolling Cumulative GPA

Fields available on the Course tool are noted in the Course Information section below.



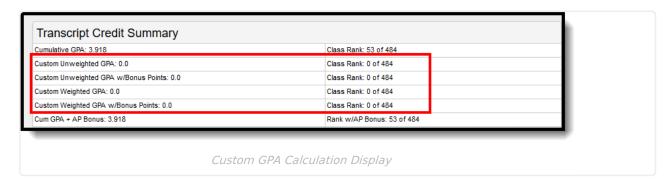
#### **GPA Information**

The student's GPA and class rank are displayed at the top of the Credit Summary. When the



student's calendar of enrollment is associated with Custom GPA calculations, these calculations are displayed below the Cumulative GPA calculation.

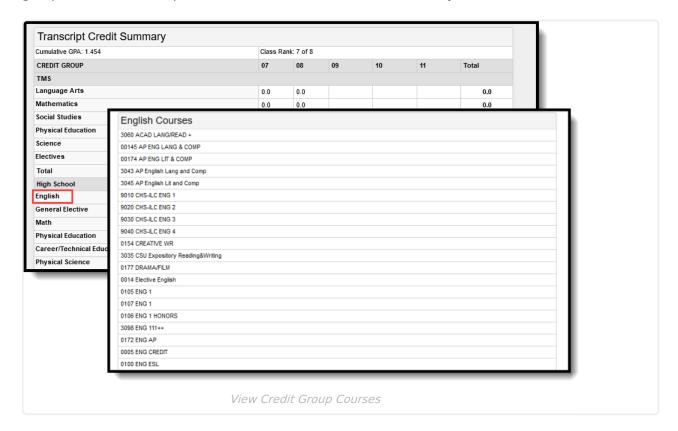
See the GPA Calculations in Campus for more information.



### **Courses in a Selected Credit Group**

Users can view all courses within a credit group by selecting a credit group on the left side of the screen.

Once a credit group is selected, a list of all courses within the calendar is displayed. This feature is useful when identifying other courses a student may take to fulfill credits within the specific credit group. To return to the previous screen, select the Credit Summary tool.

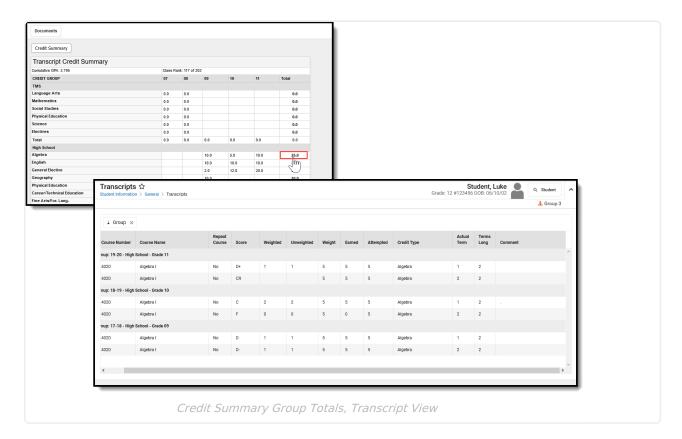


## **Credit Group Totals**



To view a list of all courses the student has taken within a specific credit group, select a **Total** on the right-hand side of the editor. A detailed screen describing course and credit information is displayed, which looks very similar to the student's Transcript but only shows courses from the selected credit group.

To return to the previous screen, select the Credit Summary tool from the Index or search for the tool.

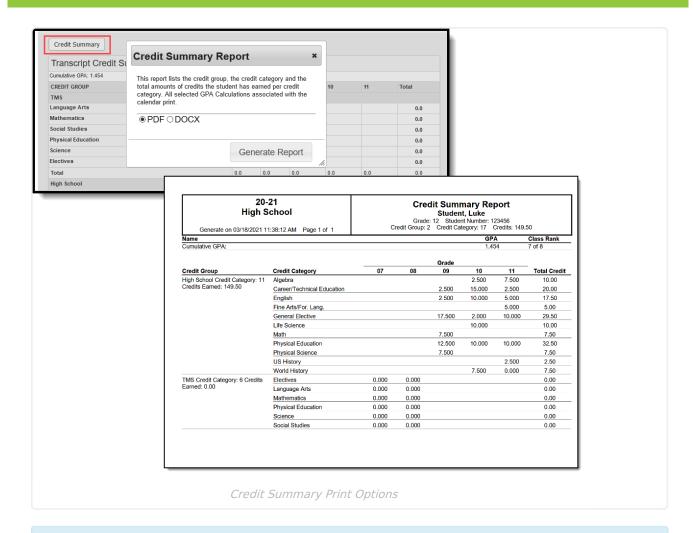


## **Print Credit Summary Information**

To print a student's Credit Summary report, click the **Credit Summary** print icon. The report lists the credit group, the credit category, and the total number of credits the student has earned per credit category.

The report is generated in either PDF or DOCX format.





The Student Credits Report can be used to view the total credits a student has earned by grade level for multiple students. It does NOT include the Credit Category.

#### **Documents**

To view documents, click the **Documents** button on the action bar. For more information, see the Student Person Documents article.



